

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDX/OLXX See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Weekly Activity Report						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	
		LOGISTICS		SECURITY		ADMIN. GENERAL	
		MEDICAL		FINANCE		OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
7		Weekly				5 within OL	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Activity Form 2129		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			LI 70-10 dtd 29 August 66		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
BPS				6 Officer Activity Summaries (memos)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
1 @ 17/5	\$16.74	2	=	\$33.48	52	=	\$1,740.96
3 @ 14/7	11.33	1 1/2	=	16.99	52	=	883.48
3 @ 13/7	9.67	1 1/2	=	14.51	52	=	754.52
1 @ 6/4	3.86	2 1/2	=	9.65	52	=	501.80
B. COSTS OF COMPUTER PRODUCED REPORTS							
				N/A			
TOTAL COSTS PER YEAR						\$3,880.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report maintains a flow of information to senior officers in OL on the wide variety of activities of BPS. It conveys to other OL elements with related responsibilities, details of work in progress in BPS; thus it serves as an excellent coordination device and managerial tool. Aspects of this report serve in lieu of some memoranda and eliminate the necessity for numerous memos for the record. All departments and agencies of the government have been directed by the President of the United States to maintain historical records of their activities. This report will serve as the basic historical set of documents for BPS.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						DOLLARS	
<input type="checkbox"/> DISCONTINUE						STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
21 September 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130133-6					